

## Department of Human Resources



# **TRANSFER FOR TRAINING OPPORTUNITIES**

The Transfer for Training program is available to all Permanent, Classified employees under Section 63 (3) of the Civil Service Rules and Regulations for the purpose of training and development. This program is an excellent way to develop your career with the City of Long Beach.

- Employees selected for the program will have a training period, usually one-year in length, to learn the skills of the new classification and to prepare the employee to qualify for and take the Civil Service Exam for the new classification. No experience is needed.
- Employees will be paid at their existing hourly rate during the training period.
- Once appointed to the new classification, the employee will serve a probationary period in the new classification.
- Please call the contact person indicated below to set up an interview.

### **Transfer for Training Opportunities**

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**Position:** Animal Control Officer I  
**Description:** Enforces and investigates violations of animal control ordinances and corrals, cares for, and disposes of animals. Issues misdemeanor citations when necessary.  
**Hourly Rate:** \$14.169 - \$19.363  
**Department:** Health & Human Services  
**Contact:** Wesley Moore at 8-3051

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**Position:** Clerk Typist II (Occupational Health)  
**Description:** Provides front desk support for the Occupational Health Clinic.  
**Hourly Rate:** \$12.224 - \$16.581  
**Department:** Health & Human Services  
**Contact:** Dr. Irene Grace at 8-4053

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**Position:** Clerk Typist III (Police Records)  
**Description:** Performs data entry for police reports, report writing, and data retrieval using the Police Records System. Also has contact with the public. Must be able to pass a thorough background investigation.  
**Hourly Rate:** \$13.165 - \$18.002 (plus a skill pay depending on shift)  
**Department:** Police  
**Contact:** Rebecca Smaltz at 8-5272

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### ***Transfer for Training Opportunities (continued)***

Position: **Clerk Typist III (Occupational Health)**  
Description: Provides clerical supervision in the Occupational Health Clinic.  
Hourly Rate: \$13.165 - \$18.002  
Department: Health & Human Services  
Contact: Dr. Irene Grace at 8-4053

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Position: **Combination Building Inspector Aide I**  
Description: Assists and receives training in permit processing for new construction or in code enforcement inspections and investigations to ensure compliance with various codes and regulations.  
Hourly Rate: \$13.109 - \$17.910  
Department: Planning & Building  
Contact: Tom Slater at 8-6336

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Position: **Communications Dispatcher I**  
Description: Answers 911 calls from persons requesting Police or Fire services. Transmits and receives radio messages to and from field officers and stations. Usually promotes to grade II (\$17.425 - \$23.649) after probation. Must be able to pass a thorough background investigation. Must be able to type 30 WPM.  
Hourly Rate: \$16.201 - \$21.944  
Department: Police  
Contact: Diane Maus at 8-9553

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Position: **Customer Service Representative II**  
Description: Performs billing and collection duties for Health Department patrons.  
Hourly Rate: \$12.534 - \$17.107  
Department: Health & Human Services  
Contact: David Honey at 8-4088

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Position: **Equipment Mechanic I**  
Description: Performs maintenance, repair, and overhaul of a wide variety of automotive, construction and other gasoline- or diesel-powered equipment.  
Hourly Rate: \$17.004 - \$23.072  
Department: Public Works  
Contact: John Crump at 8-5426

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Position: **Garage Service Attendant I (Fleet Services)**  
Description: Services and performs preventive maintenance, adjustments, and minor repairs on automotive and other motorized equipment.  
Hourly Rate: \$12.850 - \$17.563  
Department: Public Works  
Contact: John Crump at 8-5426

## ***Transfer for Training Opportunities (continued)***

**Position:** Gas Field Service Representative I  
**Description:** Performs gas appliance service work for residential, commercial and industrial customers including turning on/off gas service, installing gas meters and repairing gas leaks. Usually promotes to grade II (\$14.530 - \$19.835) after probation.  
**Hourly Rate:** \$13.165 - \$18.002  
**Department:** Energy  
**Contact:** Dave Black at 8-2120

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**Position:** Gas Crew Utility Assistant I  
**Description:** Performs construction and repair work on gas pipelines, gas mains and related facilities.  
**Hourly Rate:** \$13.830 - \$18.892  
**Department:** Energy  
**Contact:** Rudy Chavez at 8-2072

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**Position:** Laboratory Assistant I  
**Description:** Provides general laboratory support and assists laboratory staff in test preparations.  
**Hourly Rate:** \$12.534 - \$17.107  
**Department:** Health & Human Services  
**Contact:** Bruce Fujikawa at 8-4075

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**Position:** Library Clerk I (Part-Time)  
**Description:** Handles library circulation using the automated circulation system and assists the public with circulation at the public service desk.  
**Hourly Rate:** \$11.639 - \$15.745  
**Department:** Library Services  
**Contact:** Laurie Wills at 8-6545

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**Position:** Motor Sweeper Operator  
**Description:** Operates a street sweeper on an assigned route including streets, alleys, parking lots, and other paved surfaces.  
**Hourly Rate:** \$15.396 - \$20.845  
**Department:** Public Works  
**Contact:** Art Cox at 8-2872

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**Position:** Parking Control Checker I  
**Description:** Patrols a designated route or area and issues notices of violations pertaining to the parking of vehicles.  
**Hourly Rate:** \$12.534 - \$17.107  
**Department:** Public Works  
**Contact:** Art Cox at 8-2872

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### ***Transfer for Training Opportunities (continued)***

**Position:** Refuse Field Investigator  
**Description:** Performs field inspections, investigations, handles complaints, and assists in the enforcement of refuse ordinances.  
**Hourly Rate:** \$15.396 - \$20.845  
**Department:** Public Works  
**Contact:** Art Cox at 8-2872

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**Position:** Refuse Operator I  
**Description:** Operates a semi-automated refuse collection truck and lifts and empties refuse containers.  
**Hourly Rate:** \$12.850 - \$17.563  
**Department:** Public Works  
**Contact:** Art Cox at 8-2872

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**Position:** Security Officer I (Towing)  
**Description:** Performs towing dispatcher duties, provides security for the tow yard and provides customer service to the public.  
**Hourly Rate:** \$12.464 - \$16.903  
**Department:** Public Works  
**Contact:** Roberto Uranga at 8-2826

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**Position:** Security Officer III (Airport)  
**Description:** Patrols/guards assigned area at the Long Beach Airport. Must be willing to train, carry and use a firearm. Must be able to pass a thorough background investigation.  
**Hourly Rate:** \$14.923 - \$20.349  
**Department:** Public Works  
**Contact:** David Sansenbach at 8-2634

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**Position:** Security Officer III (Harbor)  
**Description:** Patrols/guards assigned area at the Port of Long Beach. Must be willing to train, carry and use a firearm. Must be able to pass a thorough background investigation.  
**Hourly Rate:** \$14.923 - \$20.349  
**Department:** Harbor  
**Contact:** Octavius Covington at 590-4187

For a more detailed description of a position, please see the classification specification for the position on the Human Resources website at [www.longbeach.gov/hr](http://www.longbeach.gov/hr) under Job Descriptions/Compensation. For more information contact the Human Resources Department at 570-6915.